

# **RULE II**

## **THE CLASSIFICATION AND PAY PLAN**

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#### **2.01—THE CLASSIFICATION PLAN**

Policy Statement: The Office of Personnel Administration shall conduct an ongoing review of all job descriptions to ensure that any discriminatory language is eliminated.

##### **2.011**

The Classification Plan shall consist of the approved class specifications adopted for each class of position in the state classified service. Class specifications are intended to be descriptive and explanatory and are not necessarily inclusive or exclusive.

##### **2.012**

In determining the class of position to which a position should be allocated, or reallocated, the specification of each class shall be read as a whole. Consideration shall be given to the general and specific duties, responsibilities, qualifications required for appointment, and relationship to other classes, as together affording a description of the kind of employment that the class is intended to embrace or include. The use of a particular expression or illustration as to the duties and/or responsibilities shall not be held to exclude others not mentioned that are substantially similar as to the kind and level of difficulty and responsibility.

##### **2.013**

Whenever new positions are authorized and created, whenever the duties and responsibilities of existing positions change, or whenever the Classification Plan is amended, the Personnel Administrator shall allocate or reallocate the affected positions.

2.014

(Relates to Unclassified Service)

Whenever new positions are authorized and created, whenever the duties and responsibilities of existing positions change, or whenever the Classification Plan is amended, the Personnel Administrator shall allocate or reallocate the affected positions in the unclassified service subject to the approval of the Board and the Governor in accordance with Title 36-4-16.2.

2.015

When a class specification is revised, the incumbents of positions in the class shall be employed in the revised class with the same status held prior to the revision and if the pay range is changed in a concurrent action, the appropriate rate or step in the new range shall apply.

2.016

When an employee holds permanent status or is serving a probationary period in a class of position and the position is reallocated to a different class of position, the Personnel Administrator may approve his/her employment in said different class of position with the status held in the former class if his/her name appears on a current list deemed appropriate by the Personnel Administrator, or if (s)he passes a non competitive examination of the same degree of difficulty as an open competitive examination for said different class of position, otherwise the employee may be employed in the said different class of position only with temporary status, subject to the provisions of the Act and Rules.

## 2.02—THE PAY PLAN - (Relates to Classified and Unclassified)

2.021

For the convenience of all concerned, the regulations affecting the administration of the Pay Plan have been included in the appropriate sections of these rules.

2.022

The Personnel Rules for the classified and unclassified service together with the pay plan established for the classified and unclassified service with the intermediate rates established within the several salary ranges shall apply to all positions within said services with the exception of all positions the salaries for which are so irrevocably fixed by specific statute that they can only be changed by additional legislation.